

Service Agreement for Payment of Travel and Transportation Expenses

Title 5 U.S.C. §5723 provides for payment of travel expenses for a new appointee. It also provides for transportation of immediate family and household goods and personal effects from place of residence at the time of selection or assignment to first duty station. This service agreement must be signed before these expenses may be paid by the U.S. Government.

Name of Employee

(First, M.I., Last)

2. Place of Residence at Time of Appointment

(City, State)

3. Effective Date of Appointment

In consideration of the payment by the U.S. Government of travel and transportation expenses incident to my appointment, I hereby agree to remain in the service of the U.S. Government for twelve (12) months from the effective date of my appointment.

I further agree that, should I fail to fulfill the terms of this agreement during the twelve-month period, unless separated for reasons beyond my control that are acceptable to the U.S. Agency for International Development (USAID), all monies expended by the U.S. Government for such travel, transportation, and related allowances will become due and payable by me and recoverable as a debt due the U.S. Government.

Signature of Employee

Date Signed

Distribution of copies AID Form 400-18:

- Original – Official Personnel Folder
- 1 copy – Employee
- 1 copy – Travel Authorization
- 1 copy – M/HR/POD, M/HR/EM or IG Records